CLASS TITLE: CHIEF AIRPORT OPERATIONS SUPERVISOR

CHARACTERISTICS OF THE CLASS

Under general supervision, coordinates and directs airport operations staff responsible for inspecting airfield facilities for irregularities, safety hazards, and general physical condition; and performs related duties as required

ESSENTIAL DUTIES

- Coordinates and directs airfield operations activities, including the inspection of airfield facilities, issuance and cancellation of Notices to Airmen (NOTAMs) on airfield status, and the receiving and relaying of airfield maintenance requests

- Develops and implements new and revised operating procedures to improve operating efficiency

- Ensures the timely and accurate maintenance of records and operations logs concerning airfield activities and service requests

- Directs and monitors inspection of airfield facilities (e.g., runways, taxiways, ramps, aeronautical lighting) to ensure compliance with Federal Aviation Administration (FAA) regulations

- Monitors airfield activities to ensure minimal disruptions in airfield traffic

- Orders runway closings and openings and initiates corrective measures in response to irregularities found during inspections

- Responds to atypical and emergency airfield situations and directs the provision of airfield access to municipal and federal agencies

- Assists in the investigation of airfield accidents and incidents

- Reviews operations logs and directs the preparation of related reports

- Determines priorities, prepares work schedules and oversees staff and private contractors in maintenance activities (e.g., snow removal, grass cutting)

- Establishes operating procedures and work standards for airport operations staff and evaluates staff performance

- Coordinates and directs staff training activities and maintains records in accordance with FAA regulations and departmental requirements

- Responds to inquiries regarding the status of airfield facilities and maintenance issues

- Attends meetings with FAA, construction contractors, and airport design engineers, as required

NOTE: *The list of essential duties is not intended to be exhaustive; there may be other duties that are essential to particular positions within the class.*

MINIMUM QUALIFICATIONS

Education, Training, and Experience

- Graduation from an accredited college or university with a Bachelor's Degree in Business Administration, Aviation Management or a directly related field, plus four years of airfield operations work experience, of which two years are in a supervisory role related to the responsibilities of the position, or an equivalent combination of education, training and experience

Licensure, Certification, or Other Qualifications

- A valid State of Illinois driver's license is required
- Must obtain airfield certification within six months of hire

WORKING CONDITIONS

- General office environment
- Exposure to outdoor weather conditions
- Exposure to loud noise

EQUIPMENT

- Standard office equipment (e.g., telephone, printer, photocopier, fax machine, calculator)
- Computers and peripheral equipment (e.g., personal computer, computer terminals, hand-held computer)
- Measuring wheel
- Binoculars
- Digital camera
- Personal protective equipment (e.g., hard hat, shoes, glasses, gloves, vest, pads, etc.)
- Hand held radio

PHYSICAL REQUIREMENTS

- Ability to climb staircases, ladders, and/or step stools
- Ability to operate automotive vehicles and associated equipment
- Some lifting (up to 25 pounds)

KNOWLEDGE, SKILLS, ABILITIES, AND OTHER WORK REQUIREMENTS

Knowledge

Considerable knowledge of:
- *applicable federal (e.g., FAA), state, and local laws, regulations, and guidelines
- *applicable airport policies, procedures, rules, and regulations
- *airport operations methods, practices, and procedures
- *airfield inspection and maintenance methods, practices, and procedures

Moderate knowledge of:
- *airport security and emergency procedures
- *airport layout
- *supervisory methods, practices, and procedures

Some knowledge of:
- applicable computer software packages and applications

Knowledge of applicable City and department policies, procedures, rules, and regulations

Other knowledge as required for successful performance in the Assistant Chief Airport Operations Supervisor class

Skills

- ACTIVE LEARNING - Understand the implications of new information for both current and future problem-solving and decision-making
- ACTIVE LISTENING - Give full attention to what other people are saying, taking time to understand the points being made, ask questions as appropriate, and not interrupting at inappropriate times
- CRITICAL THINKING - Use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems
- MONITORING - Monitor and assess performance of oneself, other individuals, or organizations to make improvements or take corrective action
- MANAGEMENT OF PERSONNEL RESOURCES - Motivate, develop, and direct people as they work and identify the best people for the job
- COORDINATION WITH OTHERS – Adjust actions in relation to others' actions
- JUDGMENT AND DECISION MAKING - Consider the relative costs and benefits of potential actions to choose the most appropriate one

Other skills as required for successful performance in the Assistant Chief Airport Operations Supervisor class

Abilities

- COMPREHEND ORAL INFORMATION - Listen to and understand information and ideas presented through spoken words and sentences
- SPEAK - Communicate information and ideas in speaking so others will understand
- COMPREHEND WRITTEN INFORMATION - Read and understand information and ideas presented in writing
- WRITE - Communicate information and ideas in writing so that others will understand
- RECOGNIZE PROBLEMS - Discern when something is wrong or is likely to go wrong
- REASON TO SOLVE PROBLEMS - Apply general rules to specific problems to produce answers that make sense

Other abilities as required for successful performance in the Assistant Chief Airport Operations Supervisor class

Other Work Requirements

- INITIATIVE - Demonstrate willingness to take on job challenges
- LEADERSHIP - Demonstrate willingness to lead, take charge, and offer opinions and direction
- DEPENDABILITY – Demonstrate reliability, responsibility and dependability and fulfill obligations
- INDEPENDENCE - Develop one's own ways of doing things, guide oneself with little or no supervision, and depend mainly on oneself to get things done
- INNOVATION - Think creatively about alternatives, conceiving new ideas for and answers to work-related problems
- ANALYTICAL THINKING - Analyze information and use logic to address work or job issues and problems

Other characteristics as required for successful performance in the Assistant Chief Airport Operations Supervisor class

All employees of the City of Chicago must demonstrate commitment to and compliance with applicable state and federal laws, and City ordinances and rules; the City's Ethics standards; and other City policies and procedures.

The City of Chicago will consider equivalent foreign degrees, accreditations, and credentials in evaluating qualifications.

* May be required at entry.

City of Chicago
Department of Human Resources
June, 2014